

EMPLOYEE/MANAGEMENT RELATIONS

- 1. REASON FOR ISSUE:** To revise Department of Veterans Affairs (VA) procedures regarding employee/management relations.
- 2. SUMMARY OF CONTENTS/MAJOR CHANGES:** This handbook contains VA procedures on employee/management relations. The pages in this issuance replace the corresponding page numbers in VA Handbook 5021. Revised text is contained in [brackets]. These changes will be incorporated into the electronic version of VA Handbook 5021 that is maintained on the [Office of Human Resources Management Web site](#). This revision changes the level of authority for adverse actions taken by management officials in the National Cemetery Administration (NCA).
- 3. RESPONSIBLE OFFICE:** The Employee Relations and Performance Management Service (051), Office of the Deputy Assistant Secretary for Human Resources Management.
- 4. RELATED DIRECTIVE:** VA Directive 5021, Employee/Management Relations.
- 5. RESCISSIONS:** None

CERTIFIED BY:

**BY DIRECTION OF THE SECRETARY
OF VETERANS AFFAIRS:**

/s/
Dat P. Tran
Assistant Secretary for
Office of Enterprise Integration

/s/
Pamela S. Mitchell
Acting Assistant Secretary for
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**APPENDIX E. OFFICIALS AUTHORIZED TO PROPOSE AND DECIDE ACTIONS FOR
NATIONAL CEMETERY ADMINISTRATION (NCA) FIELD OFFICES**

1. Officials authorized to propose and decide actions identified in the table below are defined as follows:

- a. Immediate Supervisor. The management official to whom the employee directly reports and who is responsible for assigning the employee's annual rating of record.
- b. Division/Service Chief. The management official responsible for a division or service, which may include the supervision of other managers/supervisors. For example, a foreman who supervises other foremen.
- c. Field Facility Director (Cemetery Director). A [] management official who oversees a National Cemetery.[]
- d. Executive Director. An SES management official who oversees a Network within NCA.

2. Cemetery Directors or Executive Directors may re-delegate their authority for deciding adverse actions to a lower level official acting in their absence under certain circumstances. This delegation must be in writing and be included in the evidence file to show the delegation was authorized. The following constitutes circumstances when delegation is permissible:

- a. the deciding official is on long-term leave, generally more than 30 calendar days, or
- b. the position is vacant and another management official has been officially appointed as acting in that position.

3. Note 38 U.S.C. 713 allows for separate procedures for the removal and transfer of individuals in the Senior Executive Service (SES). For further guidance on these procedures contact the Corporate Senior Executive Management Office (CSEMO).

NATIONAL CEMETERY ADMINISTRATION

Level of Disciplinary Action	Proposing Official	Deciding Official
Admonishment	None (unless prescribed by a Bargaining Unit Agreement)	Immediate Supervisor or above in the supervisory line
Reprimand	None (unless prescribed by a Bargaining Unit Agreement)	Division/Service Chief or above in the supervisory line
Suspension of 14 Days or Less	Division/Service Chief or above in the supervisory line	Proposing Official or above in the supervisory line

Adverse Action	Division/Service Chief or above in the supervisory line	Cemetery/Executive Director or above in the supervisory line who is at a higher level than the proposing official []
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